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Personnel

**SENIOR AIRMAN BELOW THE ZONE
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-25, *Military Promotion and Demotion*. It establishes guidance for Senior Airman Below the Zone Board Selection Procedures. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

1. Board Composition.

1.1. One CMSgt from each group, to include Group 7 and the 353 SOG, will serve as scoring board members. Additionally, the Wing Command Chief (or interim in their absence) serves as President and will only vote in case of ties.

2. Procedures.

2.1. Quarterly, A1C's who are eligible and fully qualified (*determined by record review at SQ-Level*) for BTZ consideration and evaluated at squadron or base level.

2.2. Large units, those having 7 or more eligible airmen, conduct their own board. Small units, those with 6 or fewer eligible airmen, may nominate only their most deserving airmen to the base central selection board. On rare occasions, small units may have two extremely deserving airmen, and may nominate both airmen to the base central selection board for consideration. In these cases, the unit commander must also submit an exception to policy letter stating why both airmen are so exceptionally qualified to meet the base central selection board.

2.3. Promotion selection folders are prepared for each board member. Selection folders contain a list of all airmen eligible for Wing- and Associate-Unit Stripes. Additionally, each selection folder contains: A BTZ Rip, Decoration Citation(s), EPR(s), and a BTZ Worksheet. The contents of the folder will be the same for all candidates, with the exception of the Decoration Citations since not all airmen will have one. In addition to the mandatory data on the 18 WG IMT 50, **BTZ Worksheet**, there is room for the supervisor to add 5 additional bullets not already contained in the EPR(s).

2.4. Each Chief swears and affirms to score each airman without prejudice. Each airman is graded by board members on the “whole person” concept using a scale of 6 – 10 in half point increments similar to SNCO selection process). An average record is a 7.5 rating.

2.5. Competition is extremely competitive. Airmen seeking BTZ selection must start early in their career (basic training/tech school) & charge hard at permanent duty stations. Strong nominees must:

2.5.1. Quickly master primary duties & perform them in an outstanding manner; Complete CDCs promptly & score high on exams; be active in unit, base, & community activities; strive for self-improvement i.e. off-duty education; Look for Leadership Opportunities; Win Amn of Qtr/ Year Boards, and finally, but no less important, ensure personal data (academic level, decs) is current and updated.

3. IMT(s) Prescribed. 18 WG IMT 50, BTZ Worksheet.

JAN-MARC JOUAS , Brigadier General, USAF
Commander, 18th Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-25, *Military Promotion and Demotion*

Abbreviations and Acronyms

A1C—Airman First Class

AF—Air Force (as used on forms and IMTs)

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

BTZ—Below the Zone

CDC—Career Development Course

EPR—Enlisted Performance Report

IMT—Information Management Tool

OPR—Office of Primary Responsibility

SNCO—Senior Non-Commissioned Officer

Attachment 2

SAMPLE SCORING SCALE

Figure A2.1. Sample Scoring Scale.

		<i>Scoring Scale</i>
<hr/>		
▪ Absolutely Superior	10	<i>Outstanding</i>
▪ Outstanding	9.5	
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▪ Few Could Be Better	9	<i>Above Average</i>
▪ Strong	8.5	
▪ Slightly Above Average	8	
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▪ Average	7.5	<i>Average</i>
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▪ Slightly Below Average	7	<i>Below Average</i>
▪ Well Below Average	6.5	
▪ Lowest	6	
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<i>Integrity - Service - Excellence</i>		